

QUAKER HILL COMMUNITY ASSOCIATION  
ADMINISTRATIVE RESOLUTION NO. 1  
PROCEDURES RELATIVE TO ASSESSMENTS

relating to collection of routine and delinquent payments

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, Article IV of the Declaration creates an assessment obligation for owners; and

WHEREAS, Article IV, Section 4.10, of the Declaration establishes certain provisions for the payment and collection of assessments; and

WHEREAS, there is a need to establish orderly procedures for the billing and collection of said assessments;

NOW THEREFORE, BE IT RESOLVED THAT the following assessment procedures be adopted:

I. ROUTINE COLLECTIONS

- A. All monthly installments of the annual assessments shall be due and payable in advance on the first day of the month ("Due Date").
- B. All documents, correspondence, and notices relating to the charges shall be mailed to the address which appears on the books of the Association or as modified in writing by a Lot Owner.
- C. Nonreceipt of an invoice shall in no way relieve a Lot Owner of the obligation to pay the amount due by the Due Date.

## II. REMEDIES FOR NONPAYMENT OF ASSESSMENT

- A. If payment is not received by the Managing Agent by the tenth (10th) day of each assessment period (or the first working day thereafter if such day is a Saturday, Sunday or legal holiday) the account shall be deemed late and a late fee of ten dollars (\$10.00) per dwelling unit shall automatically be added to the account and thereafter be a part of the continuing lien for assessments as provided for in Article VI of the Declaration until all sums due, including such late charge, shall have been in full. A "Late Notice" substantially in the form of Exhibit A to this Administrative Resolution shall be sent to Owners who have not paid their assessments in full by the tenth (10th) day of the month.
- B. If payment in full, including late charges, is not received by the Managing Agent by the forty-fifth (45th) day after the due date, a "Notice or Intent to Accelerate Installments and File a Memorandum of Lien" substantially in the form of Exhibit B to this Resolution shall be mailed to the Lot Owner. The Notice shall be sent to the Unit Owner by certified mail, return receipt requested.
- C. If payment in full, including late charges and cost of the certified letter is not received by the Managing Agent within thirty (30) days after the "Notice of Intent to Accelerate Installments and File Lien" has been issued, then the remaining installments of the annual assessment may be accelerated and the Association refer the matter to legal counsel for the filing of a lien in accordance with the provisions of the Virginia Contract Lien Act. Counsel will so notify Owner with a copy of the lien. Counsel may also file a civil suit against the Unit Owner on the basis of the personal obligation to pay the assessments. The cost of filing both the lien and the civil suit will be added to the account, plus accrued late fees, interest chargeable by law on the unpaid assessment, and all other costs incurred by the collection process as allowed by Article 12 of the Declaration.
- D. If payment in full, including the cost of attorney's fees, filing charges, late fee, interest payment, delinquent fees and accelerated fees, is not received by the Association's legal counsel within thirty (30) days from the date of filing of a lien, legal counsel is authorized to commence proceedings to foreclose upon the unit in accordance with the provisions of the Virginia Contract Lien Act.
- E. If the Association receives from any Owner, in any accounting year, two or more returned checks for payment of assessments, the Board may require all future payments to be made by certified check or cashier's check or money order for the remainder of the fiscal year. A fifteen dollar (\$15.00) charge will be made for any returned checks.
- F. The Board may grant a waiver of any provision herein upon petition in writing by an Owner alleging a personal hardship. Such relief granted an Owner shall be appropriately documented in the Association files. Such documentation shall include, without limitation, the basis for taking such action.

- G. The Board hereby authorizes the Managing Agent to waive the imposition of late fees on payments received by the Managing Agent after the tenth (10th) day of the month, if the delinquent Unit Owner has owned the Unit for less than six (6) months at the time of the delinquency and, in the judgment of the Managing Agent, the delinquency was the result of a misunderstanding of the correct procedures relating to payment of the assessment. Such a waiver may be granted only once to any delinquent Unit Owner.

All Lot Owners who are delinquent shall be subject to the provisions of this Resolution and to the provisions of Article IV of the Declaration.

EXHIBIT "A"  
TO  
ADMINISTRATIVE RESOLUTION NO. 1  
LATE NOTICE

Account Number

Address

Pay to: The Quaker Hill Community Association

Past Due \_\_\_\_\_

Late Fee \_\_\_\_\_

Balance Due \_\_\_\_\_

NAME ADDRESS CITY, STATE ZIP CODE
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QUESTIONS?

CALL CMC: (703) 631-7200

Account Number

REMINDER NOTICE

NAME

ADDRESS

Past Due \_\_\_\_\_

Late Fee \_\_\_\_\_

Balance Due \_\_\_\_\_

THIS BILL REFLECTS  
PAYMENTS THROUGH

\_\_\_\_\_

QUAKER HILL COMMUNITY ASSOCIATION c/o Community Management Corporation 12701 Fair Lakes Circle Suite 550 Fairfax, Virginia 22033
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Payment Due the First Day of \_\_\_\_\_  
Return this Portion with Check

CERTIFIED MAIL

EXHIBIT "B" TO ADMINISTRATIVE RESOLUTION NO. 1

NOTICE OF INTENT TO ACCELERATE INSTALLMENTS AND FILE LIEN

Date: \_\_\_\_\_ Re: \_\_\_\_\_  
To: QUAKER HILL COMMUNITY ASSOCIATION  
TOTAL AMOUNT DUE: \$ \_\_\_\_\_

DELINQUENT ASSESSMENTS:	\$ _____
_____	_____
_____	_____
Total, Delinquent Assessments	\$ _____
LATE FEES AND OTHER CHARGES:	\$ _____
_____	_____
_____	_____
Total, Late Fees and Other Charges	\$ _____
TOTAL AMOUNT DUE	\$ _____

You have previously received a Late Notice regarding payment on your account.

Prompt payment of assessments is essential to the financial health of the Association and the protection of all the Unit Owners. We hope that you will promptly pay the amount now due.

If payment in full is not received by the Managing Agent within thirty (30) days after the date of this Notice, the remaining instalments of your annual assessment may be declared due and payable immediately, the matter will be referred to the Association's legal counsel and a Memorandum of Lien for \$ \_\_\_\_\_ may be filed against your unit, pursuant to Administrative Resolution No. 1.

We sincerely hope your prompt payment will eliminate the necessity of taking this action.

QUAKER HILL COMMUNITY ASSOCIATION

GENERAL RESOLUTION NO. 89-1

MANAGEMENT AGREEMENT

Date: December 15, 1989

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "the Board of Directors may exercise all of the powers of the Association except as such are by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members;" and

WHEREAS, the Board of Directors desires to retain the services of a professional management firm experienced with the management of association communities, and having reviewed the contract submitted by Community Management Corporation, does hereby authorize the following action;

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Directors approves the execution of a management agreement with Community Management Corporation for a period of one year commencing October 31, 1989, subject to the compensations and other terms and conditions set forth in said management agreement.

QUAKER HILL COMMUNITY ASSOCIATION

GENERAL RESOLUTION NO. 89-2

FISCAL YEAR 1989-90 ASSOCIATION OPERATING BUDGET AND ASSESSMENT FEES

Date: December 15, 1989

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "the Board of Directors may exercise all of the powers of the Association except as such are by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members;" and

WHEREAS, Article IV, Section 4.01(16) of the Bylaws states that the Board of Directors shall have the power to "adopt an annual budget and make assessments against the Owners, establish the means and methods of collecting such assessments from the Owners and establish the period of the installment payment, if any of the assessments;" and

WHEREAS, the Board of Directors desires to adopt an operating budget and levy assessments for the fiscal period of the Quaker Hill Community Association which commences on October 1, 1989 and extends through December 31, 1990.

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Directors approves the budget projections prepared by Community Management Corporation (dated November 1988) as the basis for the Association's operating budget for the October 1, - December 31, 1990 period; approves the following actual annual assessment fees to be levied in accordance with the provisions of Article IV of the Declaration and to be applicable to single family and townhome residential lots; and, further approves the collection of assessments in monthly installments:

- a. General Common Expense Assessment - \$180.00
- b. Recreational Facilities Assessment - - 0 -
- c. Services Assessment (townhomes) - \$180.00
- d. Services Assessment (single-family homes) - \$180.00

QUAKER HILL COMMUNITY ASSOCIATION  
GENERAL RESOLUTION NO. 89-3  
DESIGN GUIDELINES AND STANDARDS HANDBOOK

Date: December 15, 1989

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "the Board of Directors may exercise all of the powers of the Association except as such are by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members;" and

WHEREAS, Article V of the Declaration provides for the establishment and enforcement of design covenants by the Board of Directors and the Covenants Committee; and

WHEREAS, the Board of Directors has adopted Policy Resolution No. 6 of the Book of Resolutions, which establishes design review procedures and guidelines and which resolution specifies the right of the Board to adopt a design guidelines and standards handbook; and

WHEREAS, the Board wishes to approve a Design Guidelines and Standards Handbook as a means for informing homeowners of the policies and procedures which will be used by the Covenants Committee and the Board of Directors in implementing the design covenants set forth in the Founding Documents and the Book of Resolutions.

NOW, THEREFORE, BE IT RESOLVED THAT: The Board of Directors approves the Design Guidelines and Standards Handbook prepared by Community Management Corporation, which is incorporated herein as a part of Policy Resolution No. 6 of the Book of Resolutions, and authorizes its printing and dissemination to homeowners.



QUAKER HILL COMMUNITY ASSOCIATION  
GENERAL RESOLUTION NO. 89-4  
APPOINTMENTS TO COVENANTS COMMITTEE  
Date: December 15, 1989

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "the Board of Directors may exercise all of the powers of the Association except as such are by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members;" and

WHEREAS, Article V, Section 5.03 of the Declaration provides that no visible change or modification may be made to the exterior of a lot or building thereon without the prior approval of the Covenants Committee; and

WHEREAS, Article V, Section 5.01 of the Declaration provides that the Board of Directors shall initially appoint no less than three members to the Covenants Committee;

NOW, THEREFORE, BE IT RESOLVED THAT: the Board of Directors appoints the following persons to the Covenants Committee; Mark J. Holcombe, Michael B. Hummel and Judy Buckley.

QUAKER HILL COMMUNITY ASSOCIATION

GENERAL RESOLUTION NO. 89-5

DEPOSITORY ACCOUNT

Date: December 15, 1989

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "the Board of Directors may exercise all of the powers of the Association except as such are by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members;" and

WHEREAS, the Board of Directors desires to designate a federally insured depository for assessment funds;

NOW, THEREFORE, BE IT RESOLVED THAT: Community Management Corporation is authorized to open an account for the Quaker Hill Community Association with Central Fidelity Bank, to deposit all assessment funds therein and to disburse authorized payments therefrom. Such depository account shall be federally insured and shall bear interest at the prevailing rate offered by the depository institution for similar accounts. CMC is also authorized to designate the signatories for such account.

QUAKER HILL COMMUNITY ASSOCIATION

GENERAL RESOLUTION NO. 89-6

ASSOCIATION BYLAWS

Date: April 26, 1989

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "the Board of Directors may exercise all of the powers of the Association except as such are by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members;" and

WHEREAS, the Declarant, Cameron General Partnership, has prepared Bylaws which provide detailed guidelines and procedures for the governance and operation of the Quaker Hill Community Association; and

WHEREAS, the initial Board of Directors appointed by the Declarant has executed such Bylaws in order to permit the orderly and effective execution of its duties, powers and responsibilities; and

WHEREAS, the Board wishes to reaffirm such action;

NOW, THEREFORE, BE IT RESOLVED THAT: The Board of Directors hereby reaffirms adoption of the Bylaws for the Quaker Hill Community Association prepared by the Declarant, such action being subject to any future technical corrections or amendments which might be required by the City of Alexandria, Virginia, or other agencies or institutions having review and approval authority with respect to the Bylaws.

QUAKER HILL COMMUNITY ASSOCIATION

GENERAL RESOLUTION NO. 89-7

ENGAGEMENT OF LEGAL COUNSEL

Date: December 15, 1989

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "the Board of Directors may exercise all of the powers of the Association except as such are by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members;" and

WHEREAS, the Board wishes to engage legal counsel to advise the Board on legal matters pertaining to the Association and to pursue delinquent assessment accounts in accordance with the provisions of the Association's legal documents; and

WHEREAS, the Board finds that the law firm of Rees, Broome & Diaz, P.C., has substantial experience and familiarity with legal issues pertaining to homeowner associations and that the law firm of John Price has similar experience with respect to the collection of delinquent assessment accounts;

NOW, THEREFORE, BE IT RESOLVED THAT: The Board of Directors approves the engagement of Rees, Broome & Diaz, P.C. to serve as general legal counsel for the Association and the law firm of John Price to handle assessment collection activities which require legal counsel.

## DESIGN STANDARDS

The specific design standards and guidelines detailed below have been voted by the Board of Directors to be incorporated in Policy Resolution No. 6 of the Book of Resolutions.

**ANTENNAS AND SATELLITE DISHES:** It is not necessary to submit an application for the installation of single antennas or satellite dishes that meet the guidelines below:

- **Size:** Satellite dishes, television antennas, and MMDS antennas, which are two feet or less in diameter, are permitted.
- **Color:** In order to minimize any adverse visual impact, a device which is affixed to a residence must be of a color to blend with the color of the portion of the house to which it is attached, or painted to match the color so long as painting the device will not void the manufacturer's warranty.
- **Location:** They must be situated on the rear side of the roof ridgeline, so as to have no, or minimal, visibility from the front of the home. They are to be located so as to be visually unobtrusive as possible, without precluding the reception of an acceptable quality signal.
- An application is required to install them in any other location.
- An application is required to install multiple antennas or satellite dishes on a home.

**ATTIC VENTILATORS:** Attic ventilators and turbines are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines must be mounted on the least visible side of the ridge pole so as to minimize their visibility.

**AWNINGS:** Exterior awnings will be prohibited unless demonstrated to be clearly compatible with the architectural design and qualities of the home, or screened from the view of adjoining neighbors due to the proposed location of installation.

If approved, awnings must meet the following criteria:

- They must be of a plain design without decorative features, such as fringes, etc. Front edge may be either straight or scalloped.
- Solid colors which are compatible with the color scheme of the house must be used, rather than stripes or patterns. Color must match either the color of the trim or siding on the side of the house the awning is being mounted on. Contrasting earth tone colors such as dark green, brown, or taupe will be considered.
- They must be consistent with the visual scale of the house to which attached.
- Pipe frames or structural supports for canvas awnings (or similar material) must be painted to match the trim or dominant color of the house.

- Only fabric material will be allowed for awnings. Aluminum, fiberglass, plastic or similar type awnings are specifically prohibited.
- Awnings must be kept in good repair.
- Awnings must be located in rear yards. Front and side yard locations will be evaluated on their individual merit.

**CHIMNEYS AND METAL FLUES:** Chimneys must either be masonry or enclosed in the same finish material as the exterior of the home to which attached. Metal flues and chimney caps must be painted and any vent protruding through the roof must be painted the same color as the roof.

**CLOTHES LINES:** Clothes lines or similar apparatus for the exterior drying of clothes will not be permitted.

**DECKS:** ALL decks require approval. Homeowners are reminded that Alexandria City permits are required for all decks. Homeowners are advised to consider the following factors:

- **Scale and Style:** Decks, particularly elevated decks, must be of a scale and style which are compatible with the home to which they are attached, adjacent homes and the environmental surroundings. Cluster guidelines may, in some cases, place specific limits on the scale or style of decks which may be installed, based on considerations of density, visibility, scale and size.
- **Color:** Decks made from wood may be left to naturally age or treated with wood sealer. Clear or semi-transparent stains in natural wood colors may be used, as well as paint. Decks which are painted or stained a color other than a natural wood color must match the trim or dominant color of the applicant's house.
- **Materials:** Manufactured materials may be used providing they are in natural wood colors or match the trim or dominant color of the applicant's house. Examples of the dominant color of the manufactured materials must be submitted with the application to build the deck.
- **Under Deck Storage:** Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse visual impact is encouraged and may be required.

**DOG HOUSES AND DOG RUNS:** Dog houses will be approved if compatible with the applicant's house in terms of color and material. Dog houses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. They must be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged, and may be required in some cases, in order to minimize any negative visual impacts. Dog runs are prohibited.

**DOORS:** Patios and French doors that originally had muntins may be replaced with doors that have muntins, but it is an optional feature. Note: the guidelines for windows differ from this requirement. Muntins may not be removed from windows without approval. See "Windows."

**DRIVEWAYS:** Changes to driveways must be approved.

**EXTERIOR AIR CONDITIONERS:** Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added if there is no adverse visual impact to adjoining properties.

**EXTERIOR DECORATIVE OBJECTS:** Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, free standing poles of all types, house address numerals, and any items attached to approved structures.

**EXTERIOR LIGHTING:**

- An application is not required to replace existing exterior porch or garage light fixtures. Replacements must be compatible in design, style and scale with the applicant's house. Additionally all front porch and garage fixtures on a home must be of the same design/style.
- No application is required to install low level landscape lighting. Care must be taken to ensure that light is not directed into an adjacent homeowner's property.
- An application is required for free-standing light poles that would be located in an applicant's front or rear yard. Additionally, Alexandria City permits are required for this type of installation.
- No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

**EXTERIOR PAINTING:** An application is not required in order to repaint or restain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to doors, shutters, roofing and other appurtenant structures. Homeowners may substitute manufactured materials for the wood trim or siding on their home without submitting an application, providing that the manufactured product matches or closely approximates the original colors used.

**Paint Colors:** The community shutters, doors, and trim were originally painted with McCormick Paint. Paint colors from other manufacturers that match the McCormick colors may be used. The original colors by McCormick are as follows:

- **Trim**

Ellsworth, Yale, and Quaker Hill Court - #108 Wheat

Dartmouth Road, Dartmouth Court, and Quaker Hill Drive - #101 Amber White

- **Shutters and front doors:** #225 Old Colonial Red, #220 Georgetown Green, #215 Cobblestone Grey, #117 Fawn, #224 Deep Forest Brown, #111 Tavern Beige, and #447 Patuxent Blue. Additional approved colors are #217 Farm House Red, #479 Cape Blue, and #449 Chesapeake.
- **Garage Doors:** Garage doors must be painted to match the trim of the house. If garage doors made of manufactured materials are used, they must match the trim of the house as closely as possible.

**Metal Railings:** Metal porch railings and front stair railings must be (1) painted in their original color, McCormick Paint #220 Georgetown Green, (2) painted black, or (3) painted to match the house trim.

**FENCES:** Guidelines for the construction and approval of fences are provided below:

- **Chain link or Wire Fences:** Chain link or wire fences will not be approved. Chain link or wire fencing may not be used for any purpose on a lot.
- **Single Family Detached Homes:** All single family home fences must be approved. Generally, fencing must not exceed six feet in height depending on the grade of the lot. Lot-line fences will be permitted to enclose only the rear yard of a home and may not extend forward of the rear plane of a home. An exception is for homes situated on a corner lot where the fence may enclose a portion of the side yard that is on the street side and extend approximately half way up the depth of the house, as long as it conforms to Alexandria City Code and previously approved design schemes by the Board.
- **Townhomes:** Privacy fencing, not to exceed six feet in height above grade, may be used to enclose the rear yards of townhomes. An exception is for homes situated on a corner lot where the fence may enclose a portion of the side yard and extend approximately half way up the depth of the house, as long as it conforms to Alexandria city Code and previously approved design schemes by the Board.
- **Stain/Color:** Wooden fences may be left to naturally age or treated with wood sealer. Clear or semi-transparent stains in natural wood colors may be used. Solid stains require approval.

**FIREWOOD:** Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.



## **FLAGPOLES:**

- Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval.
- Permanent, free standing flagpoles will be approved only for single family detached homes and must be installed and maintained in a vertical position. The height, color and location of the flagpole must be consistent with the size of the property and scale and design qualities of the home.

**HOT TUBS/SPAS:** Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub must blend with the exterior finish of the home, deck or patio to which attached or most closely related.

**GREENHOUSES:** An attached greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Attached greenhouses must meet the following criteria to be approved.

- They must be attached to the rear of the dwelling unit.
- The size and design must be architecturally compatible with the home and surrounding homes.
- There shall be no adverse visual impacts for adjoining properties.

**GRILLS (Permanent):** Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.

## **LANDSCAPING:**

- A design review application is not required for minor landscape improvements, small flower gardens, foundation plantings, or single specimen plantings. Landscape changes of a larger scale or type will require approval. Examples include but are not limited to substantial changes in the original grade or total removal of turf and replacement with another material such as mulch or gravel or planting beds that would encompass one-half or more of the space of a front lawn.
- **Garden Borders or Edging:** Foundation planting borders or planting bed edging made of landscape timbers, brick, or stone that is not over a foot in height do not require an application.
- **Hedges and Plant Screens:** Approval is required for plantings intended to form a hedge or natural screen and which will attain more than two feet in height. Hedges located forward of the front plane of the house shall not be maintained at a height of greater than 36 inches and shall not restrict sight lines along a road as is stipulated by Alexandria City Code.

- All vegetable gardens require approval. They must be located in rear yards with consideration given to placing them so as to mitigate any adverse visual impact from adjacent homes.

#### **MAILBOXES:**

- **Single Family Homes:** As the company that produced the original mailboxes is no longer operating, homeowners may replace their mailbox with a black, steel mailbox that conforms to US Postal Service guidelines. The original mailbox post must be retained.
- **Townhomes:** Replacement boxes for townhomes must be similar to those originally installed unless approved.

**PATIOS:** Small patios of no more than 10 by 12 feet in size that are located in rear yards do not require approval. An application must be submitted for patios larger than 10 by 12 feet in size and those that would be located in a side or front yard. Any adverse drainage requirements which might result from the construction of a patio must be considered and remedied. The use of a partially porous patio surface and the installation of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

#### **RECREATION AND PLAY EQUIPMENT:**

- **Semi-Permanent Play Equipment:** Semi-permanent play equipment such as sandboxes, playhouses, swing-sets, etc. must be placed in rear yards or within the fenced area. The equipment must be compatible with the lot size and kept in good condition.
- **Permanent and Portable Basketball Goals**
  - **Permanent Basketball Goals:** Permanent basketball goals and backboards are not permitted.
  - **Portable Basketball Goals:** Portable basketball goals may be used during daylight hours. They must be removed and stored out of sight when not in use. Consideration must be given to the safety of the children, proximity to neighbors, and chance of property damage.

**ROOFS:** Roofing materials of the same color and type as the original roofing material may be installed without application. Significant deviation in color or type of material requires approval.

**SATELLITE DISHES:** See Antennas and Satellite Dishes

**SECURITY BARS:** The use of security bars or grates on windows and doors is prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

**SHUTTERS:** Shutters may not be added or removed without approval. Replacement of shutters with the identical type, material and color of the original does not require approval. Changing the color of shutters is governed by the design standard on exterior painting.

**SIDEWALKS AND PATHWAYS:** Sidewalks and pathways must be set back at least four feet from the property line and installed flush to the ground. Only stone, brick, concrete or similar durable construction material must be used. The scale, location and design must be compatible with the lot, home and surroundings.

## **SIGNS**

- **Commercial Signs:** No commercial signs may be displayed. Exceptions are signs advertising a property for sale as long as they meet Alexandria City Code with respect to size and content. Small temporary signs put up by a company performing repairs on a property may be displayed as long as they are removed at the completion of the repairs.
- **Political Signs:** Small signs no more than 12 X 16 inches in size in support of candidates for public office may be displayed for 30 days prior to a primary or general election. They must be removed the day after the primary or general election is held.

**SOLAR PANELS:** All solar panel installations require approval.

**STORAGE SHEDS:** All sheds require approval. An inappropriately located or poorly designed storage shed can visually detract from an otherwise pleasing and architecturally harmonious residential environment. This is particularly likely to occur with pre-fabricated, free-standing sheds which are purchased from a dealer. For this reason, the use of pre-fabricated sheds is prohibited. Homeowners are encouraged to design and construct sheds which are integrated with the dwelling or a fence and which are compatible with the design qualities of the house and adjacent houses.

A shed must be of a size which is appropriate for the size of the home and lot, as well as surrounding dwellings, and must be compatible with the architectural qualities of the house and adjacent houses.

The height of a shed which is attached to a house may vary with the size and design features of the house. However, sheds located elsewhere on the property must not exceed six feet in height, which is the maximum permitted height for a privacy fence.

More specific guidelines are provided below for different categories of sheds:

- **Sheds Attached to the Home**

- **Design:** The architectural design of the shed must be compatible with the design of the house.
- **Size:** Sheds shall not exceed 48 square feet of floor space and seven feet in height at the highest point.
- **Materials:** The finish materials must be the same as used for the exterior of the house.
- **Colors:** The color scheme must be the same as for the house.
- **Roof:** The roof slope and the type and color of roofing material must match the house.

- **Sheds Integral With a Fence**

- **Design:** The architectural design of the shed must be compatible with the design of the house.
- **Size:** Sheds shall not exceed 48 square feet of floor space and six feet in height at the highest point.
- **Materials:** The exterior finish material of the shed must be wood and be the same as the fence such as board on board or straight line fencing.
- **Colors:** The shed must be left to age naturally or stained to match the fence if the fence is stained.
- The roof must either be flat, with the top of the roof not exceeding the top of the fence, or sloped from the top of the fence in a similar manner as the house roof. Roofing must be the same color and material as the roof on the house.

**STORAGE OF BOATS, TRAILERS, CAMPERS, MOBILE HOMES AND**

**RECREATIONAL VEHICLES:** The following types of vehicles may not be parked or stored in open view on residential lots, common parking areas, private streets or on common open space:

- Any boat, boat trailer, or other type of trailer whatsoever.
- Any motor home or self-contained camper.
- Any camper slip-ons where the camper backs are higher than the roof line of the cab of the truck.
- Any mobile home, trailer, or fifth wheel vehicle.
- Any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
- Any other vehicle not defined above which is not normally or regularly used for daily transportation, including but not limited to dune buggies, non-operational automobile

collections or other automotive equipment not licensed for use on the highways of Virginia.

- Any vehicle with commercial signs, advertising or visible commercial equipment, including taxi cabs.
- Any private or public school or church buses.
- Any vehicle longer than 18 feet or wider than 8 feet, irrespective of whether or not it otherwise complies with the provisions of this article.
- Any truck of more than two-and-one-half (2 1/2) tons empty weight, irrespective of whether or not such vehicle otherwise complies with the provisions of this article.
- Any vehicle falling in the above classifications may be stored in a garage out of open view.
- Prohibited vehicles owned by guests of residents may be parked within the community for a period not to exceed five days, subject to any rules and regulations established by the Board of Directors.

**STORM/SCREEN DOORS:** Storm/screen doors which are full view (no panels), have a frame of no more than 4 to 6 inches in width, and which are or are painted the same color as the unit door or door trim to which they are attached do not require an application. An application is required for any other design.

**SWIMMING POOLS:** All pools must be approved. Only in-ground swimming pools will be acceptable. Pools must be located in the rear of the property.

- Pool filtration equipment must be shielded from adjacent properties by the use of mature shrubbery.
- Comments from the owners of adjacent properties may be solicited prior to making a decision about whether to approve.

**TRASH AND RECYCLING CONTAINERS:** All trash and recycling containers must be stored out of view at all times. Appropriate exterior screening, fencing or landscaping may be used where alternative storage is not available. The exterior screening, fencing or landscaping for this purpose must be approved.

**TREE REMOVAL:** No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured, no live vegetation on slopes of more than 20 percent gradient or marked "no cut" areas on approved plans, may be cut without prior approval. (This is in accordance with Alexandria City Code.)

## **WINDOWS:**

- Replacement windows must match the design, style, and color of the original windows and trim of the home. Windows made of manufactured materials such as vinyl, Fiberglass, or composite materials may be installed as long as they meet those specifications. Replacement windows that meet these guidelines may be installed without application.
- Muntins may not be removed from windows without approval. For purpose of the design standard, a muntin is a vertical or horizontal member within a window sash, sometimes referred to as a “colonial grid.” If your muntins break, please contact the Quaker Hill management company to obtain information about where materials for replacement muntins may be acquired; however, generally speaking, materials are available for order at local building supply companies
- Muntins are not required in windows that did not originally have muntins. If a window without muntins is replaced, muntins may be added to the window without approval.

**WINDOW SCREENS:** All operable windows in housing units will have screens installed or none of the operable windows in housing units will have screens installed.